Qualification Pack

Assistant Sanitation Supervisor (Processed Food Industry)

QP Code: FIC/Q7606

Version: 3.0

NSQF Level: 4

Contents

Qualification Pack

FIC/Q7606: Assistant Sanitation Supervisor (Processed Food Industry)

Brief Job Description

An Assistant Sanitation Supervisor (Processed Food Industry) is responsible for ensuring the cleanliness and sanitation of the work area in compliance with food safety regulations. This role involves planning, preparing, and supervising cleaning activities while monitoring hygiene practices across the facility. The individual is responsible for maintaining high food safety standards, ensuring all staff adhere to organizational protocols and regulatory guidelines.

Personal Attributes

The individual should be detail-oriented, proactive, and possess strong organizational and leadership skills. The person must demonstrate excellent communication, problem-solving abilities, and a commitment to maintaining high hygiene and safety standards.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. FIC/N7615: Prepare for cleaning and sanitation of the work area

2. FIC/N7616: Monitor and manage hygiene and sanitation in food processing units

3. FIC/N9906: Apply food safety guidelines in Food Processing

4. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (Including oil seeds), Dairy Products, Meat and Poultry, Fish and Seafood, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Quality Analysis/ Assurance
Country	India
NSQF Level	4
Credits	14

Aligned to NCO/ISCO/ISIC Code	NCO-2015/2263.9900
Minimum Educational Qualification & Experience	12th grade Pass with 1.5 years of experience in Food Processing or Cleaning & Sanitation OR 10th grade pass with 3 Years of experience in Food Processing or Cleaning & Sanitation OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience in Food Processing or Cleaning & Sanitation OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience in Food Processing or Cleaning & Sanitation
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	3.0
Reference code on NQR	QG-04-FI-03895-2025-V2-FICSI
NQR Version	3.0

Remarks:

NA

FIC/N7615: Prepare for cleaning and sanitation of the work area

Description

This unit is about planning and preparing for cleaning and sanitation activities in the work area, including identifying necessary tools, equipment, and cleaning agents, and organizing resources to ensure effective hygiene practices

Scope

The scope covers the following :

- Prepare for cleaning and sanitation activities
- Manage the sanitation product inventory
- Train staff and ensure safety compliance

Elements and Performance Criteria

Prepare for cleaning and sanitation activities

To be competent, the user/individual on the job must be able to:

PC1. prepare and implement sanitation schedules for all work areas (e.g., workstation, canteen, washrooms, labs, offices, warehouses, outdoor premises)

PC2. communicate clear instructions to sanitation workers and ensure their understanding of daily tasks

PC3. identify and procure the required materials (e.g., tools, equipment, chemicals) for effective cleaning operations

PC4. select appropriate personal protective equipment (PPE) for each task and ensure proper distribution to sanitation staff

PC5. ensure sanitation workers are equipped with necessary cleaning agents, tools, and equipment before starting tasks

PC6. allocate manpower efficiently for cleaning various surfaces and equipment (e.g., floors, fixtures, furniture, glass surfaces, and bins)

PC7. inspect cleaning tools and equipment regularly for operational effectiveness

PC8. report any shortages or malfunctions in cleaning materials or equipment to the relevant department

PC9. prepare cleaning solutions as per surface type and safety standards, ensuring safe handling and handover to staff

PC10. maintain records of cleaning activities, materials used, and time schedules, submitting accurate reports to management

Manage the sanitation product inventory

To be competent, the user/individual on the job must be able to:

PC11. prepare and provide chemical solutions to sanitation workers, as necessary

PC12. maintain optimal inventory levels of cleaning supplies, PPE, and chemicals

PC13. ensure chemicals are securely stored in designated locations, away from food processing areas

PC14. record and update procedures, policies, equipment lists, and relevant sanitation details, as required

PC15. monitor the use of chemicals, ensuring adherence to safety data sheets for effective cleaning

Train staff and ensure safety compliance

To be competent, the user/individual on the job must be able to:

PC16. conduct regular training sessions and workshops on Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), and emerging hygiene standards, to enhance sanitation workers' skills and adherence to safety protocols

PC17. ensure all staff consistently wear PPE and follow standard hygiene practices to uphold food safety and quality standards

PC18. check the delivery and condition of cleaning equipment and supplies

PC19. check the accuracy of documentation, including inventory schedules and product labels

PC20. ensure the proper storage of tools and chemicals and take corrective actions to address any deviations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the importance of regular workplace sanitation and its role in preventing food contamination and maintaining hygiene standards

KU2. the standards, policies, and procedures for cleaning, sanitation, and hazard handling in the workplace

KU3. different cleaning and sanitation methods suitable for various surfaces in a food processing plant

KU4. the basic tools, equipment, chemicals, and sanitizing agents used in sanitation, including their functions and proper usage

KU5. the relevant regulations, including the Food Safety and Standards Act 2006, and their application in maintaining workplace hygiene

KU6. the workplace safety requirements, hazard identification, and procedures for reporting and managing hazards

KU7. the different types of PPE and their correct use to ensure worker safety

KU8. the process of inspecting and safely using cleaning tools and equipment to prevent accidents or equipment failure

KU9. the risks associated with improper or irregular cleaning in food processing areas

KU10. the key elements required for preparing a sanitation schedule for different areas of the workplace

KU11. how to effectively instruct cleaning staff on cleaning task execution

KU12. the standard practices for resource allocation to various cleaning tasks

KU13. how to prepare cleaning chemicals with the correct formulation, dilution, and concentration as per the requirements for different surfaces and tasks

KU14. the proper storage practices for chemicals in food processing units, ensuring safety and regulatory compliance

KU15. how to safely inspect and manage cleaning equipment to avoid contamination and ensure effective sanitation

KU16. the importance of adhering to organizational policies, rules, and instructions for maintaining workplace hygiene

KU17. the applicable reporting and documentation procedures, including filling logbooks and checklists for cleaning activities, inventory, and equipment records

KU18. the correct information to record (e.g., cleaning schedules, chemical usage, staff allocation) and standard documentation methods used

KU19. how to maintain optimal inventory levels of chemicals, PPE, and tools, ensuring availability and proper storage

KU20. the importance of training sanitation workers through workshops and hands-on instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. write and fill out checklists, reports, and forms

GS2. perform basic arithmetic calculations (addition, subtraction, multiplication, division) accurately

GS3. read and interpret documents, symbols, dimensions, and specifications provided by vendors for chemicals and tools

GS4. plan and prioritize daily tasks to maximize productivity and meet deadlines efficiently

GS5. establish task priorities and deadlines in consultation with team members, ensuring clear communication and proper recording

GS6. maintain courteous behaviour in all work-related interactions

GS7. practice punctuality in all activities

GS8. identify minor issues and resolve them independently and escalate complex problems to the appropriate personnel

GS9. maintain accuracy and attention to detail when following instructions or inspecting materials and equipment

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for cleaning and sanitation activities	**15**	**25**	**-**	**10**
PC1. prepare and implement sanitation schedules for all work areas (e.g., workstation, canteen, washrooms, labs, offices, warehouses, outdoor premises)	1	2	-	1
PC2. communicate clear instructions to sanitation workers and ensure their understanding of daily tasks	1	2	-	1
PC3. identify and procure the required materials (e.g., tools, equipment, chemicals) for effective cleaning operations	2	3	-	1
PC4. select appropriate personal protective equipment (PPE) for each task and ensure proper distribution to sanitation staff	2	3	-	1
PC5. ensure sanitation workers are equipped with necessary cleaning agents, tools, and equipment before starting tasks	2	3	-	1
PC6. allocate manpower efficiently for cleaning various surfaces and equipment (e.g., floors, fixtures, furniture, glass surfaces, and bins)	2	3	-	1
PC7. inspect cleaning tools and equipment regularly for operational effectiveness	1	2	-	1
PC8. report any shortages or malfunctions in cleaning materials or equipment to the relevant department	1	2	-	1
PC9. prepare cleaning solutions as per surface type and safety standards, ensuring safe handling and handover to staff	2	3	-	1
PC10. maintain records of cleaning activities, materials used, and time schedules, submitting accurate reports to management	1	2	-	1
Manage the sanitation product inventory	**8**	**13**	**-**	**5**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. prepare and provide chemical solutions to sanitation workers, as necessary	1	2	-	1
PC12. maintain optimal inventory levels of cleaning supplies, PPE, and chemicals	2	3	-	1
PC13. ensure chemicals are securely stored in designated locations, away from food processing areas	2	3	-	1
PC14. record and update procedures, policies, equipment lists, and relevant sanitation details, as required	2	3	-	1
PC15. monitor the use of chemicals, ensuring adherence to safety data sheets for effective cleaning	1	2	-	1
Train staff and ensure safety compliance	**7**	**12**	**-**	**5**
PC16. conduct regular training sessions and workshops on Good Manufacturing Practices (GMP), Good Hygiene Practices (GHP), and emerging hygiene standards, to enhance sanitation workers' skills and adherence to safety protocols	1	2	-	1
PC17. ensure all staff consistently wear PPE and follow standard hygiene practices to uphold food safety and quality standards	1	2	-	1
PC18. check the delivery and condition of cleaning equipment and supplies	2	3	-	1
PC19. check the accuracy of documentation, including inventory schedules and product labels	2	3	-	1
PC20. ensure the proper storage of tools and chemicals and take corrective actions to address any deviations	1	2	-	1
NOS Total	**30**	**50**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7615
NOS Name	Prepare for cleaning and sanitation of the work area
Sector	Food Processing
Sub-Sector	Generic
Occupation	Quality Analysis/ Assurance
NSQF Level	4
Credits	8
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

FIC/N7616: Monitor and manage hygiene and sanitation in food processing units

Description

This unit is about monitoring and managing hygiene and sanitation activities in food processing units, ensuring compliance with safety and quality standards. It includes supervising cleaning tasks, managing resources, and maintaining proper documentation to uphold food safety regulations

Scope

The scope covers the following :

- Coordinate and supervise cleaning operations
- Monitor and maintain cleaning standards and compliance

Elements and Performance Criteria

Coordinate and supervise cleaning operations

To be competent, the user/individual on the job must be able to:

PC1. ensure that appropriate signage is displayed in areas being cleaned

PC2. obtain approval from the relevant departments as per organizational procedures

PC3. allocate personnel to critical areas, especially in cases of sudden spillages or emergencies

PC4. prioritize and schedule cleaning activities based on instructions from other departments and management

PC5. reassign resources to ensure timely completion of cleaning tasks

PC6. replenish cleaning agents, sanitizers, and other materials as needed during cleaning operations

PC7. assess the quality of cleaning tasks and provide corrective actions, where necessary

PC8. obtain final approval from relevant departments after ensuring areas have been properly cleaned and sanitized

Monitor and maintain cleaning standards and compliance

To be competent, the user/individual on the job must be able to:

PC9. oversee sanitation workers to ensure tasks are completed according to procedures and timelines

PC10. check the work areas are organized and materials are properly stored post-cleaning

PC11. ensure safe collection, segregation, and disposal of waste materials, with no spillage

PC12. ensure safe storage of cleaning chemicals, tools, and equipment after use

PC13. check the tasks outlined in cleaning schedules and checklists are completed successfully

PC14. record and report details of cleaning activities, pest infestations, and chemical usage, submitting monthly reports to management

PC15. inspect cleaned areas with sanitation workers and address any issues identified

PC16. resolve issues during cleaning processes and escalate those beyond scope to appropriate personnel

PC17. implement appropriate measures in case of pest infestations, hazards, spillages, or spoilage, ensuring timely remediation

PC18. maintain records of cleaning chemicals, tools, equipment, and all relevant information as per organizational protocols

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the Food Safety and Standards Authority of India (FSSAI) guidelines, including relevant legislation related to food safety, hygiene, occupational health and safety, and environmental management

KU2. the ISO standards such as ISO 14000 (environmental management), ISO 45001 (occupational health and safety), ISO 22000 (food safety management), and ISO 9000 (quality management)

KU3. the risks and impact of not following defined procedures or work instructions

KU4. the importance of adhering to Good Manufacturing Practices (GMP) and Good Hygiene Practices (GHP) to maintain safety and quality standards

KU5. the consequences of non-compliance with hygiene standards and the actions to be taken in case of non-conformance

KU6. the importance of monitoring cleaning and sanitization tasks to ensure compliance with set procedures and hygiene standards

KU7. various types of signages required to be displayed during cleaning processes and their significance in maintaining safety

KU8. the importance of informing concerned departments and individuals before starting the cleaning and sanitization process and obtaining approvals after task completion

KU9. the procedures for handling departmental requests and prioritizing tasks based on criticality, ensuring timely approvals for task commencement and completion

KU10. the procedures for storing materials, chemicals, and tools post-task completion, following safety and hygiene protocols

KU11. the procedures for training sanitation workers, emphasizing hygiene standards, safe handling of cleaning chemicals, and use of personal protective equipment (PPE)

KU12. the steps to conduct regular workforce training, including GMP and GHP, to improve sanitation and hygiene capabilities

KU13. how to monitor and assess the performance of sanitation workers

KU14. the safe practices for collecting, segregating, and disposing of waste materials with zero spillage

KU15. the procedures to handle emergency situations such as sudden spillages, pest infestations, and presence of hazards or unwanted materials

KU16. the procedures for monitoring and replenishing stocks of cleaning agents, sanitizers, PPE, and other materials during sanitation activities

KU17. the importance of maintaining inventory records and managing resources effectively to ensure continuity in operations

KU18. the importance of workplace audits and review meetings, including assessing compliance with safety and hygiene standards

KU19. the importance of accurate record-keeping of cleaning tasks, pest control, chemical usage, and overall hygiene management for audits and reporting

KU20. the logbooks, checklists, and digital systems used for recording hygiene activities, stocks, and sanitation schedules

KU21. the procedures to manage pest infestations, spills, spoilages, and any other hazards that may affect the work area

KU22. the safe practices for storing cleaning chemicals and tools in food processing environments to avoid contamination

KU23. the steps for ensuring the safety of sanitation personnel, including proper PPE usage and safe handling of hazardous materials

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. write and fill out checklists, reports, and forms

GS2. perform basic arithmetic calculations (addition, subtraction, multiplication, division) accurately

GS3. read and interpret documents, symbols, dimensions, and specifications provided by vendors for chemicals and tools

GS4. plan and prioritize daily tasks to maximize productivity and meet deadlines efficiently

GS5. establish task priorities and deadlines in consultation with team members, ensuring clear communication and proper recording

GS6. maintain courteous behaviour in all work-related interactions

GS7. practice punctuality in all activities

GS8. identify minor issues and resolve them independently and escalate complex problems to the appropriate personnel

GS9. maintain accuracy and attention to detail when following instructions or inspecting materials and equipment

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Coordinate and supervise cleaning operations	**12**	**20**	**-**	**8**
PC1. ensure that appropriate signage is displayed in areas being cleaned	1	2	-	1
PC2. obtain approval from the relevant departments as per organizational procedures	1	2	-	1
PC3. allocate personnel to critical areas, especially in cases of sudden spillages or emergencies	2	3	-	1
PC4. prioritize and schedule cleaning activities based on instructions from other departments and management	2	3	-	1
PC5. reassign resources to ensure timely completion of cleaning tasks	2	3	-	1
PC6. replenish cleaning agents, sanitizers, and other materials as needed during cleaning operations	2	3	-	1
PC7. assess the quality of cleaning tasks and provide corrective actions, where necessary	1	2	-	1
PC8. obtain final approval from relevant departments after ensuring areas have been properly cleaned and sanitized	1	2	-	1
Monitor and maintain cleaning standards and compliance	**18**	**30**	**-**	**12**
PC9. oversee sanitation workers to ensure tasks are completed according to procedures and timelines	2	3	-	1
PC10. check the work areas are organized and materials are properly stored post-cleaning	2	3	-	1
PC11. ensure safe collection, segregation, and disposal of waste materials, with no spillage	2	3	-	1
PC12. ensure safe storage of cleaning chemicals, tools, and equipment after use	2	3	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. check the tasks outlined in cleaning schedules and checklists are completed successfully	2	3	-	1
PC14. record and report details of cleaning activities, pest infestations, and chemical usage, submitting monthly reports to management	2	3	-	2
PC15. inspect cleaned areas with sanitation workers and address any issues identified	1	3	-	1
PC16. resolve issues during cleaning processes and escalate those beyond scope to appropriate personnel	2	3	-	2
PC17. implement appropriate measures in case of pest infestations, hazards, spillages, or spoilage, ensuring timely remediation	2	3	-	1
PC18. maintain records of cleaning chemicals, tools, equipment, and all relevant information as per organizational protocols	1	3	-	1
NOS Total	**30**	**50**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7616
NOS Name	Monitor and manage hygiene and sanitation in food processing units
Sector	Food Processing
Sub-Sector	Generic
Occupation	Quality Analysis/ Assurance
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

FIC/N9906: Apply food safety guidelines in Food Processing

Description

This unit covers the essential components of food safety, Good Manufacturing Practices (GMP), and personal hygiene in the food industry. It emphasizes the importance of individuals working in the food industry in protecting the health and well-being of consumers by following food safety protocols and procedures and ensuring the production of safe and high-quality food products.

Scope

The scope covers the following :

- Apply personal hygiene and follow Good Manufacturing practices at the workplace.
- Implement Food Safety and pre-requisite programs (PRP) at the workplace.

Elements and Performance Criteria

Apply personal hygiene and follow Good Manufacturing practices at workplace

To be competent, the user/individual on the job must be able to:

PC1. PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.

PC2. PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.

PC3. PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.

PC4. PC4.ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.

PC5. PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.

PC6. • PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site.
• procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.

PC7. PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.

PC8. PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.

PC9. PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.

PC10. PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.

PC11. PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.

PC12. PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.

PC13. PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.

PC14. PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.

Implement food safety practices at the workplace

To be competent, the user/individual on the job must be able to:

PC15. PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.

PC16. PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.

PC17. PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.

PC18. PC18. ensure timely check of the critical control points and product parameters.

PC19. PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.

PC20. PC20. report any food safety and GMP issue to the supervisor, if any.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. importance of personal hygiene, GMP, visitors & contractor's rules. Associated risk in case of deviation from the standard policies and how the requirement is linked with the site's FSSAI License.

KU2. KU2. importance of training and work instruction delivered by the supervisors.

KU3. KU3. importance of filling the records and checklists, formats and how to ensure that the timely and effective completion is achieved.

KU4. KU4. knowledge of trainings and skills required to perform in food processing premises.

KU5. KU5. understand FSSAI Schedule IV requirements of food handlers and PRPs within the processing area

KU6. KU6. importance of timely medical examinations and awareness of communicable diseases

KU7. Understanding of Do's & Don'ts, intellect mindset to understand the visual illustrations

KU8. KU8. understanding about Site Zoning plans.

KU9. KU9. awareness of layout which would help to demarcate the defined movements of RM, PM, FG, and wastes generated during the processing of goods. This one lays a framework to launch Good Manufacturing Practices (GMP) successfully and effectively on site.

KU10. KU10. understand the manufacturing process, product parameters and process control parameters such as CCPs

KU11. KU11. understanding about Hazard Analysis and Critical Control Points (HACCP)

KU12. KU12. understanding about Allergens and their types and controls to monitor effective handling of allergen raw materials on site.

KU13. KU13. basic understanding of traceability and mock recall

KU14. KU14. awareness about Internal & external Audits

KU15. KU15. understanding for RCA CAPA, cleaning and sanitation

KU16. KU16. awareness about record keeping and data monitoring in various sheets as per organizational requirement

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. GS1. read and comprehend basic content to read labels, charts, signages, symbols and product manuals

GS2. GS2. communicate with coworkers appropriately to clarify instructions and other issues

GS3. GS3. plan and organize the work schedule, work area, tools, equipment, and materials for improved productivity

GS4. GS4. plan and prioritize tasks as per work requirements

GS5. GS5. always be punctual and courteous

GS6. GS6. good observations and intellect mindset

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Apply personal hygiene and follow Good Manufacturing practices at workplace	**22**	**44**	**-**	**6**
PC1. PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
PC2. PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.	2	4	-	2
PC3. PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
PC4. PC4.ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	2	4	-	-
PC5. PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
PC6. • PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. • procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.	2	4	-	2
PC7. PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
PC8. PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.	2	4	-	-
PC9. PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.	2	4	-	-
PC11. PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.	1	2	-	-
PC12. PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
PC13. PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
PC14. PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.	1	2	-	-
Implement food safety practices at the workplace	**8**	**16**	**-**	**4**
PC15. PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.	2	4	-	-
PC16. PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.	1	2	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC17. PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.	2	4	-	2
PC18. PC18. ensure timely check of the critical control points and product parameters.	1	2	-	-
PC19. PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
PC20. PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
NOS Total	**30**	**60**	**-**	**10**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9906
NOS Name	Apply food safety guidelines in Food Processing
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC5. recognize the significance of 21st Century Skills for employment

PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone

PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**2**	**-**	**-**
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**4**	**-**	**-**
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	06/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.

6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.

7. In case of unsuccessful completion, the trainee may seek reassessment on the

Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FIC/N7615.Prepare for cleaning and sanitation of the work area	30	50	-	20	100	35
FIC/N7616.Monitor and manage hygiene and sanitation in food processing units	30	50	-	20	100	35
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	**110**	**190**	**-**	**50**	**350**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualification Pack
ES	Employability Skills
NCVET	National Council for Vocational Education and Training
SOP	Standard Operating Procedures
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
GHP	Good Hygiene Practices
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure
RCA	Root Cause Analysis
CAPA	Corrective Action Preventive Action
SIDBI	Small Industries Development Bank of India
NABARD	National Bank for Agriculture and Rural Development
SFCS	State Financial Corporations
CIP	Clean-In-Place
COP	Clean-Out-of-Place
FSMA	Food Safety Modernization Act
ERP	Enterprise Resource Planning

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
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Performance Criteria	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standard	NOS are occupational standards which apply uniquely in the Indian context.

Qualification Pack

Qualification Pack	QP comprises the set of OS, together with the educational, training, and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge & Understanding (KU)	Knowledge and Understanding (KU) are statements that together specify, the technical, generic, professional, and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers has of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic skills	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication-related skills that are applicable to most job roles.
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